

## COURT CLERK (PART-TIME 0.6 FTE)

Minimum Salary: \$22.24 per hour

Maximum Salary: \$27.80 per hour

Posted Date: January 31, 2019

Closes: February 15, 2019 (Open to current employees and the general public.)

**THE CITY OF GIG HARBOR** is seeking a professional individual who has experience in an administrative, clerical and accounting setting. The ideal candidate will be proficient in Judicial Information System software, enjoy working in an environment that has strict procedures and repetitive assignments where attention to detail is paramount. If you are a patient and efficient person and enjoy working with customers and helping them problem solve, we want you to join our team!

***Hiring salary range: \$22.24 - \$25.02 per hour***

***This is a new part-time 0.6 FTE position.***

### NATURE OF WORK

This is administrative, clerical and accounting work in the Municipal Court. The person occupying this position is responsible for support of the operation of the Municipal Court. Work may be varied in nature, but follows prescribed procedures, and assignments are often repetitive. Work is advanced and specialized in Municipal Court operations requiring the exercise of independent judgment and action.

The employee in this position is required to deal courteously, patiently and efficiently with the public, police, attorneys, supervised employees, and personnel from related agencies at all times.

The employee will act as liaison and maintain effective working relationships between the city and county jails, city attorney, law enforcement agencies, all outside agencies and the public on policy and procedural matters and court rules. Under the supervision of the Municipal Court Judge and the Court Administrator, and within the governing framework of state statutes and local ordinances, the incumbent functions within well established procedures. Performance is reviewed and evaluated by the Municipal Court Administrator.

### ESSENTIAL FUNCTIONS

#### Duties:

- Processes criminal and traffic citations, constructs files, etc.
- Develops court dockets and maintains court records and warrant control.
- Monitors case dispositions for compliance with court orders.
- Receives, logs, and indexes incoming filings, citations, and complaints.
- Processes juror subpoenas and supervises juror response and service.
- Assists the public by checking records and files for requested information.
- Receipts and disburses payments, sets up time payment accounts, prepares deposits and maintains accurate accounting for all funds collected, processed and disbursed.
- Takes appropriate action for delinquent payments.
- Reconciles monthly bank statement, transaction journal and trust account preparation, and submittal of monthly caseload statistical report.
- Performs the duties of supervision monitoring.
- May assist Municipal Court judge during trials; may act as bailiff, jury manager, docketing all procedures, preparing notices of case settings; setting trials, notifying officers, subpoenas witnesses, prepares agency referrals, sets follow-up hearings, notifies appropriate agencies, and supervises probation activities.
- Performs other duties as required at the direction of the designated supervisor.

#### Knowledge, Skills and Abilities:

- Knowledge of business English, spelling, punctuation, arithmetic, office practices, procedures and use of standard office machines.

- Thorough knowledge of the functions and procedures of the court.
- Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Knowledge of principles and processes for providing customer services, which includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Skill in active listening, giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Skill in handling sensitive and crisis situations while maintaining security and confidentiality.
- Skill in handling several tasks simultaneously and prioritizing workload.
- Skill in functioning well under time pressure.
- Ability to make routine mathematical computations and tabulations accurately and with reasonable speed.
- Ability to learn assigned tasks readily within a reasonable training period and to adhere to prescribed routines.
- Ability to communicate and deal effectively with other employees and the public both orally and in writing.
- Ability to understand and carry out oral and written instructions.
- Ability and knowledge of computer operating systems with experience in operating personal computers and various software.
- Ability to tell when something is wrong or is likely to go wrong and guide the customers through the problem solving process.
- Will be expected to be able to fill in for the Municipal Court Administrator as necessary.
- Maintain regular and reliable attendance.

#### **Physical Demands and Work Environment:**

- Work is performed in an office or conference room setting.
- Walking, sitting, standing, bending and reaching is required.
- Some local traveling may be required.
- Exposure to adverse weather conditions is minimal.
- Exposure to the public.

## **QUALIFICATIONS**

### **Required Qualifications**

- High School Diploma or GED equivalent; and
- Proficiency in Microsoft Office Suite: Excel, Word, Outlook; and
- At least two (2) years of progressively responsible experience in legal support, legal secretary, court clerk or closely related experience.
- Must successfully pass criminal background check and maintain the ability to pass a criminal background check.

### **Preferred Qualifications**

- At least one (1) year of previous experience working in a court system.
- Proficiency in Judicial Information System software.

## **BENEFITS**

The City of Gig Harbor has a generous employee leave benefit, which includes vacation, sick leave, 10 paid or pro-rated holidays annually and 2 paid or pro-rated floating holidays. The City also provides medical, vision, dental, life insurance, Employee Assistance Program participation to qualifying employees. The City of Gig Harbor is a member of the Washington Public Employees Retirement System (PERS). The City of Gig Harbor also falls under Social Security's Windfall Elimination Provision and earnings from this position will not be covered under Social Security.

**OTHER INFORMATION**

This position is classified as non-exempt and is eligible for overtime under the Fair Labor Standards Act (FLSA) and is also covered by a collective bargaining agreement.

**HOW TO APPLY**

To apply for this position and future positions, please visit [www.govjobstoday.com](http://www.govjobstoday.com) and select the City of Gig Harbor to find our current openings. Select the position you are applying for and select "Apply Now." We will only be accepting online applications for this position. To be considered for this position, you must complete the application which includes the questions. Do not refer to your resume on the application, the work history and question section need to be completed.

Should you need an accommodation and/or assistance with the application process prior to the closing date, please email [bordersk@cityofgigharbor.net](mailto:bordersk@cityofgigharbor.net)